## Office of the Clerk



Maria E. Elkins Clerk of Court

## UNITED STATES DISTRICT COURT

for the

## MIDDLE DISTRICT OF PENNSYLVANIA

W illiam J Nealon Federal Bldg. & U.S. Courthouse 235 North W ashington Avenue P.O. Box 1148 Scranton, PA 18501-1148

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Divisional Offices:

Harrisburg: (717) 221-3920 Williamsport: (570) 323-6380

## IN FORMA PAUPERIS NOTICE:

IF YOU ARE GRANTED IN FORMA PAUPERIS, THE U.S. MARSHAL'S OFFICE WILL BE SERVING YOUR SUMMONS AND COMPLAINT YOU ARE REQUIRED TO COMPLETE THE USM-285 FORM PRIOR TO SERVICE. WITHOUT THE COMPLETED FORM SERVICE CANNOT BE MADE.

A COMPLETED USM-285 FORM MUST BE SUBMITTED FOR EACH DEFENDANT WHO WILL BE SERVED BY THE U.S. MARSHAL.

IT IS VERY IMPORTANT TO ACCURATELY COMPLETE THE MARSHAL'S FORM. INSTRUCTIONS CAN BE FOUND ON THE MIDDLE DISTRICT OF PENNSYLVANIA U.S. DISTRICT COURT'S WEBSITE - (http://www.pamd.uscourts.gov/sites/default/files/forms/usm-285instform.pdf).

IF YOU <u>DO NOT</u> COMPLETE THE FORM, THE MARSHAL WILL NOT SERVE YOUR PAPERS. IF THE MARSHAL CANNOT READ THE FORM, THE MARSHAL WILL NOT BE ABLE TO SERVE YOUR PAPERS.

DO NOT RETURN THE FORM TO THE U.S. MARSHAL'S OFFICE. All USM-285 FORMS ARE TO BE **RETURNED TO THE CLERK'S OFFICE**.

Any questions, please contact the Clerk's office: Scranton: 1-866-263-8479 Harrisburg: 1-866-333-3261

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